

**ARKANSAS DEPARTMENT OF EDUCATION**  
**Industrial Technology Education**  
**Grades 4-8 and 7-12**  
**(areas 211, 212)**  
*Additional Licensure Plan*

Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ County: \_\_\_\_\_ School District: \_\_\_\_\_

School districts seeking to employ teachers to teach out of field (not in the field in which the teacher is currently licensed) will use the Additional Licensure Plan (ALP) to meet that need. School districts may use the ALP process to address unusual emergency situations when licensed teachers are asked to teach in areas/levels for which they do are not licensed. School districts may not exceed the three- year limit without possible penalty.

**Eligibility guidelines.** Teachers must meet the following conditions:

- possess an initial or standard teaching license,
- seek to add this area of licensure or endorsement, and
- be assigned to teach in this area rather than the one for which they are currently licensed.

**The additional area of licensure will be added to the credential when all licensure requirements are successfully completed and application is submitted. If “testing out”, test score(s) must be attached.**

**Teachers assigned to teach in a field that is out of their current level of licensure, or is in an exception area, must complete an approved performance-based program of study, as defined by an Arkansas university, and pass the required assessment(s) for the new licensure area. The application, when submitted, must bear the signature of the university’s Licensure Officer verifying completion of the program of study. The test score(s) and transcripts must be attached.**

**Required assessments:**

**Praxis II: Technology Education, test #0050**

**Minimum score required:550**

NOTE: Test at a Glance (TAAG) study guide booklets are available on line from [www.ets.org/praxis/prxar.html](http://www.ets.org/praxis/prxar.html). **Any teacher wishing to take any Praxis assessment is strongly encouraged to obtain these study materials.**

**The following background is strongly recommended before attempting the Praxis testing:**

Recommended Content background:

- ✓ Program development, management, and professionalism,
- ✓ Communications,
- ✓ Construction,
- ✓ Manufacturing,
- ✓ Transportation.

Recommended Experience background:

- ✓ Study and practice of evaluation of student progress, program evaluation, and record-keeping, including reporting and use of the data.
- ✓ Experience with communication systems and processes, including types, such as print and electronic.
- ✓ Study and practice with managerial processes, including management functions.
- ✓ Experience with technical systems, including propulsion, suspension, control and guidance.
- ✓ Study and practice with energy sources, conversions, measurements, and storage, including sources of energy, such as solar and electrical.
- ✓ Practice with manufacturing outputs and impacts; forecasting in manufacturing.

**Employing school district guidelines.**

- The employing district will document the need to assign a teacher out of field because an appropriately credentialed teacher is not available.
- The employing district authority will sign and file this ALP form with the ADE Office of Professional Licensure **within 30 days of the out-of-field teaching assignment**, thus documenting the above statement.
- The employing district understands that a teacher will have no more than three calendar years from the date of filing with the ADE to meet full licensure requirements for the additional licensure or endorsement being sought.

**School District Assurances:**

I certify that the above statements are true and correct to the best of my knowledge.

School District authority: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher ALP guidelines.**

Teachers must meet full licensure requirements for the additional license or endorsement being sought within three years of beginning the ALP.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

S.S.#: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

Arkansas Department of Education  
Office of Professional Licensure  
#4 Capitol Mall, Room 106 B  
Little Rock, AR 72201-1071

Phone: 501.682.4342  
Fax: 501.682.4898  
[arkedu.state.ar.us](http://arkedu.state.ar.us)